

**PETHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD**  
**ON THE 13<sup>TH</sup> OF JULY 2023 IN THE VILLAGE HALL**

In attendance were Chairman Cllr Norman Clark, Vice Chairman Cllr Scott Collins, Cllr Phil Collins, Cllr Mary Henderson, Cllr Marion Fulton, Cllr David Patrick, and the Parish Clerk and Responsible Financial Officer Chris Beatrup

1. **Apologies for Absence** Apologies were received from Cllr David Longman
2. **Declarations of Interest and Updates to the Disclosable Pecuniary Interests Register**  
Cllr Patrick declared an interest in financial matters (5(i)) below, being in receipt of a payment owing. There were no updates to the Pecuniary Interests Register
3. **To approve the Minutes of the last Meeting and Matters Arising** Vice Chairman Cllr S Collins proposed, and Chairman Cllr Clark seconded, with the exception of minute 10(iv) regarding Petham Events financially supporting the Village Hall. In fact it is the Parish Council that may potentially help the Village Hall. This item to be removed from the minutes. Otherwise that the minutes of the meeting held on Thursday the 8th of June 2023 should be approved and accepted as a true record. All present members agreed, and the Chairman duly signed the presented minutes at the end of the meeting. Matters arising were discussed in the items presented below
4. **Discussions with Guests** Miles Irving ([www.milesirving.com](http://www.milesirving.com)) joined the meeting to discuss nature and foraging. Miles is an internationally renowned wild foods expert, author, and public speaker. He has worked with some of the world's best chefs and has been a pioneer in the World Food Renaissance. In 2019 he authored 'The Forager Handbook', hailed by many as the 'foraging bible'. He is currently working with Petham School, and youth clubs in Chartham and Chilham. (Match) Funding was discussed, and the Swire foundation mentioned as being another source of support. A possibility of an understanding of nature workshop or Saturday morning foraging event was discussed as a possibility for later in the year (October / November)
5. **Financial Matters** (i) Members approved the following payments to be made:

Scottish & Southern Electric	£94.11	Street Light Energy - Account for June DD
Cllr David Patrick	£37.98	Speed Awareness Letters
HMRC	£93.40	HMRC PAYE
Parish Clerk	£372.87	Parish Clerk Salary July 2023

(ii) The Draft Level of Reserves as at 30.06.2023 were reviewed and approved by members. Approved by Vice Chairman Cllr S Collins, and seconded by Cllr M Henderson

(iii) Report from Parish Clerk / RFO regarding the audit of the 2022 - 2023 accounts. The clerk reported that the internal audit for 2022 - 2023 has been successfully completed. The figures have now been sent to the external auditors (Mazars), and feedback is awaited in due course. This work was completed by 30th June 2023 and financial penalties were avoided. Accounts are available for inspection by request to the Parish Clerk until and including Monday 7th August 2023 (Exercise of public rights)

(iv) Banking Mandate. Although most banking is now completed online, it will be wise to keep the mandate in line with present members. This is continuing to be worked on

(v) Formal decision to be taken on financial support request from the Village Hall. It was discussed that the Parish Council should monitor the situation on a quarterly basis, and be able to provide support where necessary. The first period being from August to October 2023

It was proposed by Cllr P Collins that: The Parish Council pay £250 on 01/08 to cover three months contribution of a possible £1000, to secure residents a 50% discount on bookings made

during the three months (for a booking that can be at any time), at the same time as the monitoring, to see if further payments are warranted, and to encourage the hall to secure more local bookings through advertising

This was seconded by Cllr Fulton and approved unanimously

Parking at the hall was also considered, and the possible usage of a nearby field (subject to permission from the land owner) for parking for larger events

**6. Planning Matters** Members reviewed the following planning applications

(i) CA/23/01101	T1- Ash, located in the grounds, crown Reduction by up to 3 metres, T2 -Horse Chestnut located in the grounds, crown reduction by up to 3 metres, GT3 Sycamore (x3) and Pine (x1 Dead), located in the grounds, fell. T4-Ash, located in the grounds, fell.   Swarling Manor Swarling Hill Road Petham Canterbury Kent CT4 5QW
Comments:	No objections from the Petham Parish Council
(ii)	To consider any applications received following publication of the agenda
	There were no applications received following the publication of the agenda

**7. Planning Decisions by Canterbury City Council**

(i) CA/23/00066	T.P.O No 2 1959, T1 Horse Chestnut, crown reduce by 5 metres, T2 Norway Maple , crown reduce by 5 metres.   Swarling Manor Swarling Hill Road Petham Canterbury Kent CT4 5QW- Decided - Granted
(ii) CA/23/00329	Replacement of existing flat roof with pitched roof, new cladding to all elevations and replacement of all windows from aluminium to timber .   Stable Lodge Broadway Petham Canterbury Kent CT4 5RX - Decided - Granted
(iii) CA/23/00694	Single-storey outbuilding for use as garden room.   Cherry Trees Wootton Close Petham Canterbury Kent CT4 5WE - Decided - Granted (Previously reported as being withdrawn under CA/23/00208, which was an application for a lawful development certificate for the single storey outbuilding for use as a garden room)

**8. Highway Issues and PROW** (i) Stone Street Traffic Regulation Order and re-surfacing work (now in progress) reported to be of excellent quality and workmanship. Implementation of installing the 40mph limit anticipated to follow

(ii) Petham Village 20mph speed limit being developed further with KCC Highways. Clerk and Cllrs Clark and Patrick to review the latest Highway Improvement Plan, update it for a 20mph limit as required, and re-submit to KCC for their records. Also in conjunction with a Speedwatch scheme for the village. Thanks given to Cllr Patrick for his work on the matter. A petition is also proposed for a 20mph scheme in the village. Although when the Stone Street scheme was started, an electronic signature petition via email was unsuccessful. Many many more signatures were achieved by door knocking

(iii) Street Furniture. Salt, litter, and dog waste bins continue to be monitored, and reported to CCC / KCC where required

**9. Recreation Ground** (i) Inspection by members, and also by ROSPA. It is understood that the recreation ground has been inspected by ROSPA in early July 2023. It was not possible for a Parish Council member to be present at that time, as the inspector(s) set their own inspection timetable, and cannot agree precisely when they are going to attend. Report awaited

It has previously been reported (June 2023) that newly planted trees at the recreation ground need watering. Contractor Rob Gay has been asked and agreed to supply and fill as required a Water Bowser for tree watering, and charge the Parish Council for the work accordingly. Further a 1

metre radius circle is to be cleared around each tree, in order that underlying vegetation does not absorb any available moisture that the tree(s) need in order to flourish

**10. Correspondence, Publications and Other Matters of an Urgent Nature** (i) Sub Committee work on Community Inclusion and Cohesion. The Sub Committee has now formed a registered company PETHAM PARISH EVENTS C.I.C. (22/06/2023) and need no longer be presented in future agendas and minutes

(ii) Review of Standing Orders as well as Governance Documentation

This includes

- PPC Complaints Procedure
- PPC Data Protection Procedure
- PPC Policy for Press and Media
- PPC Freedom of Information Procedure
- PPC Council Employment Policies and Procedures
- PPC Data Protection Officer ("may appoint", but need procedure(s))
- Consider Review of the Petham Parish Plan
- Share and or develop a 1,3-, and 5-year plan for PPC.
- Review of appointments to any PPC subcommittees.
- Is there a current review of land assets? (This may be in place and have up to date review, but is mentioned in the Model Standing Orders and cannot see on the website).

All the above agreed to be retrieved by contacting former Clerk Sue Shaw (action : present Clerk), and reviewed and updated in due course. Bridge Parish Council known to be developing a Parish Plan. Petham may follow suit. Example of Governance documentation given as that on web site of Romanby Parish Council (Northallerton, N Yorkshire)

(iii) Chequers Hill Hedges, and Dog Waste bins for start and end of Dog walks. Cllr Henderson in contact with land agent James Hickman regarding Hedge trimming. Dog waste bins a good idea, but the problem is with having the local authority coming to empty them. No further action being taken at this time

(iv) Fly Tipping / Litter Picking. Canterbury enforcement officer scheduled to attend the August Parish meeting. Local resident has offered to supply CCTV equipment, which is to be followed-up by Council members. Anti fly tipping signage to be acquired and display arranged by Council members. Insurer Gallagher to be contacted regarding rules and insurance cover for Parish / members of the public conducting litter picking in the Parish

(v) Village Sign. Cllr P Collins has met and is working with Leigh of Eastwell Ironworks. Village sign being planned, possibly incorporating crops, cricket, vineyards, the Nailbourne (tributary of the River Stour), Farming, and the Church. Ideas being developed, and will be reported back on in following meetings

(vi) Flaxland Lane Woodland Development (Garlinge Green). Cllr Henderson with a colleague (for health and safety) has visited and photographed the site in question. A letter (email) to be drafted to Canterbury City Council planning department, copying-in the two local ward councillors, expressing the concerns of the Parish council, and requesting that the (unauthorised ?) development of such site(s) be further investigated

**11. Confirmed the Date of the next Parish Council meeting to be Thursday the 10th of August at 7.30pm in the Petham village hall. All welcome**

The meeting concluded at 8.40 pm

Signed  Date 10-8-23

Prepared by :*Chris Beatrup, Parish Clerk*